

**DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
Financial Clerk (2 Positions) - FISCAL SERVICES**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Location: Fiscal Services – 60 State Street, Wethersfield, CT
Job Posting No: 78745 & 106267
Hours: Monday – Friday (Part-time-34 hours per week)
Salary: CL-12: \$18.08-23.02 per hour
Closing Date: June 5, 2015

Eligibility:

Candidates must have applied for and passed the Financial Clerk Exam and be on the current Certification List promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

Run and balance daily reports
Prepare daily bank deposit
Research and reconcile customer accounts
Maintain customer accounts by verifying receivables and post any required payments
Prepare delinquent account billings
Process customer payments
Perform general clerical tasks such as filing, maintaining a common calendar
Perform other duties as assigned

Minimum Qualifications Required: Knowledge of basic bookkeeping, accounting and financial record keeping procedures; financial terminology and coding, statements and budget preparations; skill in performing arithmetical computations; interpersonal skills; ability to perform general clerical tasks; ability to handle large amounts of money; ability to operate a variety of office equipment which includes personal computers, computer terminals, typewriters, calculating machines and other electronic equipment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR-12) by the above date indicating Financial Clerk on the Job Title line and send to:

**Department of Motor Vehicles - Human Resources
Attention: Jeremy Kushin
60 State Street, Room 235, Wethersfield, CT 06161.
Email: Jeremy.kushin@ct.gov Fax: 860-263-5576**

State employees - please include copies of your last two (2) service ratings. Applications can be downloaded from www.das.state.ct.us/exam. Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documentation will not be considered. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The resulting candidate pool may be used to fill more than one position within 12 months.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.